

March 16 2023 Rec Com meeting minutes

Attendance

Lisa Donahue  
Kimberly Putney  
John Rowen  
Jeff Hixon  
Lance, Boxford cable

Guest: Cindy Maak, Miracle Playground Rep for Boxford area

Call to order 7pm

PLAYGROUND update

Lisa updated committee that she shared the design and install instructions with BOH who responded that the digging is "minimal" and that they (BOH) should be able to make a quick decision when final plans arrive

Lisa also shared the design and install instructions with Chris Olbrot, DPW and Matt Coogan, Town Administrator

Cindy provided a new design superimposed over 2012 survey

Regarding town procurement:

Equipment can be purchased through state procurement site,  
Labor (install) usually needs to go out to bid, per state law, Cindy has vendors that she can recommend, however some towns have regulations whereby a bid can be bypassed. For example, if below a certain dollar amount, may only needs to supply 3 written competitive quotes, and then the town could choose a vendor.

Cindy noted that there are 3 installers on state contract who can provide quotes if under \$50K, she will reach out to each to get a quote, to obtain all 3 quotes hopefully without going out to bid, which will save time. We need to check and make sure that this process is allowed in Boxford.

If town scrapes off the first 3 inches of ground (prep) install costs will be reduced, largest structures are placed directly from flatbed truck to ground with a crane.

Poured footings for swings required- our plan calls for a total of 8 footings (each 18" deep)  
Largest "log" with nets requires a footer below grade and reinforced with rebar about 8 ft x 10 ft and 8 inches deep

Lisa already submitted plans to CPC to request formal funding for project

Guidance from Chris Olbrot includes:

Procure and execute an existing conditions survey, including current equipment, wetlands  
OK to begin with our current survey, and update if new survey is different

Lisa plans to attend CPC meeting on 21st, and provide CPC with update, hoping to learn  
whether or not they will approve funding as requested  
CPC wants a PBC member present for rec com presentation, Lisa has reached out to PBC to  
ask for assistance/representation

Potentially have a warrant article for the May Town Meeting  
It would be written as "A figure not to exceed [a certain number]"  
Should include a short visual presentation including:  
location  
photograph or two of structures  
In as few words as possible, present the location, need, scope, cost

Short time for residents to ask questions, then vote yay or nay

## BUDGET

Lisa reached out to Matt and Chris asking about funding for playground inspections but has not  
received a reply yet.

Kimberly to create Google form, will send to Town Hall to be eventually posted to website for  
residents to submit concerns about playgrounds or comments about playgrounds.

John Rowen made a motion to place a google form on our website for residents to report  
Form will include Date, location, problem, comments  
Note on the form that if the problem is timely or a significant safety concern contact police  
department, if not time specific, please complete rec com form

Lisa will help Kimberly with QR code for flyer/form for posting this info

Motion seconded by Jeff and Kimberly  
Unanimous vote, approved

## TENNIS and PICKLE BALL

DPW budget currently covering, we are tracking expenses  
Needs new sign  
Jeff recommends a Die bond material, water and weather resistant, kiosk  
Jeff to follow up as he is working on similar projects for BTA BOLT  
Storage Unit for pickle ball materials

Jeff will visit courts to check on status of pickle ball courts

DORMAN LAND REC plans

Will likely go to May town meeting as a conservation land purchase, not for recreational use

SPRING NEWSLETTER items

Topsfield newsletter as comparison

Aim for Spring, Summer, maybe Fall publications

Spring items for newsletter- opening for tennis and pickle ball courts, where to register, how to find rules, BTA, BAA happenings, link for website for playground repairs form, Earth Day activities (Boxford Garden Club), Jeff will forward Garden club contacts to Lisa, brief summary of committee, recruiting new membership. Lisa will draft the first newsletter.

LIAISON updates

Jeff Hixon- BTA/BOLT

Earth Day

Dorman Land

Film screening this Friday- about natural evolution and rhododendron species

Lincoln Hall Friday night at 6:30, info on BTA BOLT website

John Rowen- camp updates

John will walk through site and check for issues following recent storm

John Rowen motion to approve last months meeting minutes, second by Jeff Hixon,

Passed by unanimous vote

Next meeting- Tues April 4, 6pm

Lisa will check on when warrant articles need to be submitted, we will add another short meeting in advance of April 4th if needed to prepare for town meeting

Motion to adjourn by Jeff Hixon 7:51

Second John Rowen

Adjourned at 7:52